



## **Public Pool/Spa Permit Checklist**

The following items are required before Environmental Health Services will approve and issue permit(s) for pools and/or spas, to open for the season, or to remain in operation annually through March 1.

Submit all required documents and pay permit fees, before the pool/spa permit expiration date of March 1, to ensure opening or continued operation of your pool and/or spa.

*All documentation is required for an application to be accepted and processed.*  
*Incomplete applications and applications with missing documents will not be accepted and will be returned to applicant.*

- A complete and legible Public Swimming Pool/Spa Permit Application for each pool and/or spa. Kiddie pools or splasher pads that are located and operated in conjunction with a larger pool must have a separate completed application, even if permit fee is waived.
- At least one (1) Certified Pool Operator (CPO) must be employed by facility or under contract with your pool service company. All employed [or under contract] CPOs must have a valid CPO certificate and be registered with the Town of Flower Mound, include a copy of all Town of Flower Mound registration cards. If not registered, a completed application and applicable fee for each CPO must be included with application packet.
- Completed Annual Ground Fault Circuit Interrupter (GFCI) Inspection Report conducted on the pool and/ or spa's electrical components by a registered licensed electrician.
- The appropriate fee along with above listed applications and/or documentation.

An on-site inspection is required prior to opening seasonal pool/spa or for the continued operation of year-round pools/spas. This inspection is required to evaluate compliance with all current local and state regulations. **The manager of the pool/spa is responsible for scheduling this inspection by contacting Environmental Services.**



**Town of Flower Mound Environmental Services**

2121 Cross Timbers Road, Flower Mound, TX 75028

Telephone: 972-874-6340 Website: www.flower-mound.com

# Public Swimming Pool/Spa Permit Application

## Permit Fee: Each Pool \$200.00 Each Spa \$100

New Permit     
  Renewal     
  Name Change     
  Change of Ownership

ESTABLISHMENT INFORMATION		
Name of Pool/Spa:		
Address:		
City:	State:	Zip:
Manager of Pool/Spa:		Phone:
Email:		
Mailing Address for permit renewal letter:		
Address:		
City:	State:	Zip:

Check one:  Pool   
  Spa   
  \*Splasher/kiddie pool (if located and operated in conjunction with larger pool, # of gallons of Water in Pool permit fee waived but separate application, permit, and all rules and regulations apply) \_\_\_\_\_

Facility Type (check one):  HOA   
  Apartment   
  Health Club   
  Other \_\_\_\_\_

OWNERSHIP		
<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership - list all partner's names, addresses, driver's license on back of application <input type="checkbox"/> Corporation - include name of Registered Agent in Texas <input type="checkbox"/> Non Profit - provide tax exempt paperwork		
Name of Proprietorship, Corporation, Partnership:		
Address:		
City:	State:	Zip:
Name of Contact Person:		Title:
Phone:		Email:

Permit will not be processed if application is incomplete, illegible, or required documentation and fee is incorrect or missing. Permit fee is non-refundable.

I understand any permit granted from this application may be revoked for cause. Failure to comply with the Town of Flower Mound rules and regulations, as well as any notices for correction of violations affecting public health and sanitation, and/or any false or misleading information provided on this application, shall be deemed cause for revocation of the Public Swimming Pool/Spa Permit and CLOSURE of the pool and/or spa.			
Applicant Name	Signature	Position/ Title	Date

For Environmental Health Services office use below this line		
R'cvd by:	Fee paid : Y/N	Date:
Permit #:	Permit printed : Y/N	

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_



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## Ground Fault Circuit Interrupter (GFCI) Inspection Report

Property Name: \_\_\_\_\_

Number of Permitted Pools/Spas: \_\_\_\_\_

Please initial each of the following items to certify that each is in proper working condition at each pool or spa as required by the Town of Flower Mound. If an item is not applicable to the pool/spa, please enter "N/A".

It is the responsibility of the electrical contractor to ensure the GFCI inspection meets all federal, state, and local electrical codes. This inspection must include the checklist but is not limit to those items.

\_\_\_\_\_ Each electrical outlet within the enclosure and in a dressing or toilet facility is GFCI protected.

\_\_\_\_\_ Each electrical line to an underwater light is GFCI protected (must be located in the circuit breaker at the breaker box for the light or in an outlet through which the power for the light passes).

\_\_\_\_\_ If the switch that serves lights or equipment (other than pumps and underwater lights) is between 5 and 10 feet from the pool/spa wall, each electrical line to the switch must be grounded and have a GFCI located either: 1) in the circuit breaker for the light; or 2) in the equipment circuit that powers the switch at the breaker box; or 3) in an outlet through which the power for the switch passes.

\_\_\_\_\_ All GFCIs and circuit breakers comply with 2002 NEC requirement.

\_\_\_\_\_ Electrical equipment is grounded according to ANSI/UL 1563-1995 and the 2002 NEC.

\_\_\_\_\_ Pumps are both internally and externally grounded.

\_\_\_\_\_ Electrical disconnecting means is accessible for service personnel, located within sight of the pool/spa equipment, and located farther than 5 feet from the inside pool/spa wall as required by the 2002 NEC. Each disconnecting means must disconnect all ungrounded conductors to the equipment it serves.

\_\_\_\_\_ Electrical equipment (including switches, outlets, deck lights, pumps, and other electrical equipment) is located farther than 10 feet from the inside pool/spa wall unless:

- a) The electrical equipment is at least 5 feet from the pool/spa wall and is separated by a fence, wall, or other permanent barrier at least 4 feet high;
- b) The electrical equipment is at least 5 feet from the wall of the pool/spa and:
  - a. Consists of only one outlet for an electrical line that is grounded, has a GFCI, and has a locking mechanism covering the outlet;
  - b. Consists of one or more switches serving electrical lines that are grounded and that have GFCI protection that is located in the circuit breaker for the equipment at the breaker box or in an outlet through which the power for the equipment passes; or
  - c. Consists of an electrical device other than the outlet or switch and complies with applicable NEC requirements at the time of installation.

***I hereby certify that I am a certified electrician and am qualified to make the above inspections.***

\_\_\_\_\_  
Signature of Electrician

\_\_\_\_\_  
Printed Name of  
Electrician

\_\_\_\_\_  
License Number (Required)

\_\_\_\_\_  
Date